

Managing your ListServ list

Adding and removing subscriptions

This document explains how to create or change your ListServ password and how to add or delete one or more subscriptions. It also explains how to add or remove large numbers of subscriptions using the "bulk" feature.

Whether this is your first list or your 50th, you will not be able to manage your list without a ListServ password. Once you have created a password, it is used for all present and future lists you own.

How to create a ListServ password

Although it is possible to request a password from the Listserv web page, the fastest way to create a ListServ password is via e-mail.

1. Open a new message window in your preferred e-mail software.
2. Address the message to **listserv@listserv.hamilton.edu**.
3. Leave the subject blank.
4. In the body of the message type: **pw add xxxxxx** (replace the x's with your desired password).
5. Send the message.

If you have changes to make to your list (subscriptions to add or delete, etc.) you can do so now by following the instructions in the section labeled "Logging into the ListServ web interface". Otherwise, you are finished.

How to reset/change your password

The fastest way to reset or change your Listserv password is to do it via e-mail.

1. Open a new message window in your preferred e-mail software.
2. Address the message to **listserv@listserv.hamilton.edu**.
3. Leave the subject blank.
4. In the body of the message type: **pw change xxxxxx** (replace the x's with your desired password).
5. Send the message.

If you have changes to make to your list (subscriptions to add or delete, etc.) you can do so now by following the instructions in the section labeled "Logging into the ListServ web interface". Otherwise, you are finished.



Logging into the ListServ web interface

1. Open your web browser (Internet Explorer or Firefox) and go to <http://listserv.hamilton.edu>. Note that "www" does NOT appear in the address.
2. Click on **Mailing List Management Interface** (at the top right, under Administration)
3. Enter your *full* e-mail address and your ListServ password.
4. Click **Login**.
5. Click on **Click here to Continue...**
6. You are now logged into ListServ List Management. A bar with the list(s) you own is presented at the top of the List Management page.

Adding one (or a few) subscriber(s) to your list

This feature allows you to add one or a few subscribers to your list. If your list of subscribers is very long, you should consider using the "Bulk" feature described on page 4.

1. Login to ListServ using the instructions above. DO NOT go to the Subscriber's Corner.

- If you own more than one list, select the list you want to modify by clicking on the arrow  next to "Please select a list". If you only own one list, its name will appear at the top of the page.
- Click on the  button.
- In the **Name and Address** field under **Add a new user to the list**, enter the subscriber's full e-mail address and first and last name as shown below. You may use either of the formats listed in green under the **Name and Address:** field.

Add a new user to the list

Name and Address:

henry@somewhere.com Henry Brown
Henry Brown <henry@somewhere.com>

Send welcome message
 Do not notify the user in any way

- If you want to inform the subscriber you are adding him/her to the list, click in the bullet next to **Send welcome message**. If you want to quietly add the subscriber, click in the bullet next to **Do not notify this user in any way**.
- Click on the **Add to list name** button. In the example above, the list name is "TEST-L".
- If your addition was successful, a confirmation will appear (in small plain type) at the top of the page.
- If there are no other subscribers to add and no other operations to perform, **Log out** by clicking on the link in the blue column on the left side of the screen.

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(Logged in as:
dquayle@hamilton.edu)

Removing one (or a few) subscriber(s) from your list

This feature allows you need to delete one (or a few) names from the list of subscribers.

- Login to ListServ using the instructions on page 1. DO NOT go to the Subscriber's Corner.
- If you own more than one list, select the list you want to modify by clicking on the arrow  next to "Please select a list". If you only own one list, its name will appear at the top of the page.
- Click on the  button.
- In the **Name and Address** field under **Examine or delete a subscription**, enter the person's e-mail address in the manner shown on the next page. If you are uncertain of the person's address or the spelling of their name, you can enter as much (or as little) of it as you know. For example, you can enter "Mary" or "Wilson" or "jdoe".

Examine or delete a subscription

Name or Address:


henry@somewhere.com
Henry Brown
s*lvia

5. Click on the **Search in list name** button. In the example above, the list name is "TEST-L". This will take you to the *Subscription Options* page.
6. Select whether you want to notify the subscriber of the deletion by clicking in the appropriate bullet and then click on **Delete** located at the top (or bottom) of the page.

7. A confirmation of the deletion will appear (in small plain type) at the top of the page.
8. If there are no other subscribers to delete and no other operations to perform, **Log out** by clicking on the link in the blue column on the left side of the screen as shown on page 2.

Removing multiple subscribers

This feature allows you to delete multiple subscribers at once. It also allows you to delete *all* subscribers.

1. Login to ListServ using the instructions on page 1. DO NOT go to the Subscriber's Corner.
2. If you own more than one list, select the list you want to modify by clicking on the arrow  next to "Please select a list". If you only own one list, its name will appear at the top of the page.

3. Click on the **Subscribers** button.
4. Click on **Subscriber Reporting** in the blue column on the left side of the screen.

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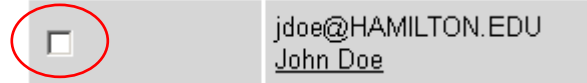
5. A list of subscribers will appear on screen. They are in alphabetical order by *e-mail address*. If there are more than 50 subscribers, you will see numbers in brackets across the top of the list. These represent page numbers. If the person you want to delete appears later in the alphabet, you will have to guess the page number on which they appear by clicking on the number within the brackets (e.g. [3]).

494 Subscribers in 2003-A

6. To delete **ALL** the subscribers, **do not** check any of the names. Instead, click in the "invert" checkbox and then click on the **Delete Users** button. To delete individual subscriptions, however, proceed to step 7.

Invert
 Do not send e-mail notification

7. Locate the subscriber you wish to delete and click in the check box to the left of their address. You may select multiple subscribers within a page but you cannot move to another page of subscribers (if your list contains more than 50 addresses) until you have finished with the page you are on.
8. If you do NOT wish to notify the subscribers that you have deleted their subscriptions, click in the check box labeled, "Do not send e-mail notification". Otherwise, leave it blank. Then, to remove the subscribers *on that page* who have been marked for deletion, click on the **Delete Users** button. If you have more than one page of subscribers (as shown above in #5), you must repeat this process for each page that contains subscribers you wish to delete.
9. The deletion takes place immediately and the "count" of subscribers will reflect the change when the page is refreshed. To refresh the page manually, press the F5 key on your keyboard.
10. If there are no other users to delete and no other operations to perform, **Log out** by clicking on the link in the blue column on the left side of the screen as shown on page 2.



Bulk add all (or additional) subscriptions

This feature allows you to add *all* your subscriptions at once, provided you have their information in a text file. It is also be used to add additional subscribers to an existing list.

Step 1: Create a file containing the subscriptions to add

1. Open **Microsoft Word** (or a similar word processor).
2. Enter the full e-mail address followed by the first and last name of each person you want to subscribe. Each subscription should appear on a separate line, flush left. For example:

jdoe@hamilton.edu John Doe
mdoe@hamilton.edu Mary Doe

3. When your list is complete, click on the **File** menu and then select **Save As**.
4. Enter a file name and then select the file type.
 - **Windows XP/Vista:** Select **Plain Text (*.txt)** from the **Save as type** drop-down menu (at the very bottom of the save window) and click on **Save**. Choose "Windows (Default)" in the next window and click on **OK**.
 - **Apple Macintosh:** Select **MSDOS Text with Line breaks** or in some cases **Text Only with Line Breaks (MS-DOS)** from the **Format** drop-down menu and click on **Save**.
5. You may receive a message that suggests the formatting in your document will be lost if you continue with the save. Click **Yes** to continue.

Step 2: Add the subscriptions using the Bulk button in the List Management screen

1. Login to ListServ using the instructions on page 1. DO NOT go to the Subscriber's Corner.
2. If you own more than one list, select the list you want to modify by clicking on the arrow next to "Please select a list". If you only own one list, its name will appear the top of the page.

3. Click on the  button.
4. Click on the **Browse** button



5. Navigate to the file you saved in #4 above in the section labeled **Step 1**. When you have located it on your hard drive or desktop, click on the file and then select **Open**.
6. In the "Function" box, make sure there is a dot next to **Add the imported addresses to TEST-L; do not remove any subscribers**. (In this example, "TEST-L" is the list name.)

Function: Add the imported addresses to TEST-L; do not remove any subscribers

Remove all subscribers from TEST-L, then add the imported addresses (to remove all subscribers, select this option and omit the input file)

Remove the imported addresses from TEST-L; do not add any subscribers

Remove the imported addresses from all lists

7. Click on the **Submit** button.
8. You will receive a confirmation message at the top of the screen in small plain type.

ADD: no error, 2 recipients added, no entry changed, no duplicate, none forwarded.

9. If there are no other users to add and no other operations to perform, **Log out** by clicking on the link in the blue column on the left side of the screen as shown on page 2.

Bulk replace all current subscribers

This feature allows you to completely remove all existing subscriptions and at the same time replace them with a new or updated list of subscribers.

1. Follow the steps above for adding subscriptions in bulk until you get to **#6** in the section labeled, **Step 2**.
2. In the "Function" box, click in the dot next to **Remove all subscribers from TEST-L, then add the imported addresses (to remove all subscribers, select this option and omit the input file)**. (In this example, "TEST-L" is the list name.)
3. Click on the **Submit** button.
4. You will receive a confirmation message as shown above in **# 8** in the section labeled, **Step 2**.
5. If there are no other users to add or remove and no other operations to perform, **Log out** by clicking on the link in the blue column on the left side of the screen as shown on page 2.

For questions or comments regarding this document, please email helpdesk@hamilton.edu.